



**Kathmandu Forestry College Public Limited**  
**Matathirtha, Kathmandu**

**Terms of Reference**

Kathmandu Forestry College (KAFCOL) Public Limited is a dynamic and expanding academic institution located in Chandragiri-8, Gairigaun, Kathmandu. Since its inception in 2005 the college has been offering B.Sc. Forestry program in affiliation with Tribhuvan University, Nepal. Additionally, since 2009, it has been running a Diploma in Forestry program in collaboration with the Council for Technical Education and Vocational Training (CTEVT), Government of Nepal.

In 2012, KAFCOL partnered with the University of Salzburg, Austria, to jointly offer an MSc in UNIGIS Program in Geographical Information Science and Systems (UNIGIS MSc). Furthermore, in 2015, the college launched a new M.Sc. Program in Natural Resources Management and Rural Development (MSc in NRM-RD) in affiliation with Tribhuvan University.

KAFCOL is also actively engaged in research and outreach projects focusing on biodiversity, forestry, and natural resources management. The college was established through a joint effort by the Nepal Agroforestry Foundation, a national NGO dedicated to promoting agroforestry, and a group of professionals in forestry and natural resource management.

The Board of Directors has recently approved a new organizational structure, which entails comprehensive institutional restructuring and necessitates a fresh recruitment process for all faculty and staff positions, including the principal.

**1. Position Details**

- 1.1 **Job Title:** Support Staff
- 1.1 **Effective Date:** Shrawan 01, 2083
- 1.2 **Reports To:** Front Desk/Admin officer
- 1.3 **Duty Station:** Chandragiri-8, Gairigaun, Matatirtha, Kathmandu
- 1.4 **Duration:** 6 months of probation period. Initially for two years with possibility of extension.

**2. Role Overview**

The Support Staff assist in the smooth day-to-day functioning of the college by providing messenger services, maintaining cleanliness, supporting meetings and events, handling photocopying tasks, and managing hospitality services such as tea and coffee.

### **3. Key Responsibilities**

#### **3.1 Messenger & Office Support**

- Deliver files, documents, and parcels between departments and external offices.
- Assist administrative staff with routine office tasks as assigned.

#### **3.2 Cleaning & Housekeeping**

- Ensure cleanliness and hygiene of offices, classrooms, meeting rooms, toilets, corridors, and common areas.
- Maintain tidiness of campus surroundings and report maintenance or cleanliness issues promptly.

#### **3.3 Hospitality & Meeting Support**

- Arrange tea, coffee, water, and refreshments for meetings, guests, and events
- Assist in setting up meeting rooms, including seating and basic arrangement.

#### **3.4 Photocopying & Document Handling**

- Perform photocopying, scanning, and basic document handling tasks
- Maintain photocopy machines and report technical issues when required.

#### **3.5 Event & General Support**

- Support academic and administrative events through logistical assistance
- Carry out other support duties assigned by the administration.

#### **3.6 Health, Safety, and Security**

- The Support Staff supports the operations Front Desk/Admin officer in maintaining a safe, clean, and well-managed campus environment by promoting respect for KAFCOL property, ensuring health and safety standards, and managing visitor access.

### **4. Person Specification**

#### **4.1 Education, Skills & Competencies**

A minimum of class 8 passed along with following skills and competencies: -

- Ability to follow instructions and work cooperatively
- Basic understanding of cleanliness and hygiene standards
- Honest, punctual, and responsible work attitude
- Physical ability to perform routine support duties

#### 4.2 Language Proficiency

- Excellent written and verbal communication skills in Nepali.

#### 4.3 Age Requirement

- Candidates must not exceed 61 years of age at the time of application, considering the mandatory retirement age of 63 years.

### 5. Selection Criteria

#### 5.1 Interview and Presentation: 100 Marks

During the interview, the candidate will be evaluated based on the following criteria: (a) Technical knowledge, (b) Professional experience and skills, (c) Personal attributes and core competencies.